

**Space Family Education, Inc.
Board of Director's General Meeting**

January 17, 2008

Safety Report

Director & Vice President (Jay L.)

Close Calls: No new close calls were submitted over the past month.

Accident/Illness Report: Jay reported that Ms. Wanda injured her back last week and went home for one day. Liana R. suggested that regular Illness Reports be implemented again.

There was an evacuation on 1/16/08, but investigation found nothing wrong. Jennifer M. asked where the children would be evacuated if it was raining. She also noted that she had received the contact information form for her room last week, and suggested that we need a Practice Call Tree Drill. Kim S. will ask Vanessa P. to make sure all Room Captains and Co-Captains have their new Contact Information forms and initiate the Drill.

Jay reported that a Safety Walk-Through was performed by Inspector last week, and minor violations were found. 1. A rotted board has been replaced in the older playground. 2. Trikes and bikes with rust were removed (will need to research replacement options for bikes/trikes/wagons). 3. On the playground schoolhouse, minor paint chipping and rotted boards were found. Will need to plan to tear down and re-build or repair/re-paint. 4. We need 6 inches of soft, springy material wherever children may fall on the playground. Jay will double-check with Inspector regarding long-term compliance requirements. Jay will plan a Parent Workday the last week of January (items 3 and 4 are due to be completed by end of January).

Director's Report

Staffing

We are currently advertising for the position of Director in the child care section of the Greensheet and on the HAAEYC website. We will begin scheduling interviews on 1-23-08.

New Hires:

Ms. Kimberly began working in Room 8 on 1-9-08. Ms. Norma was hired 1-8-08 as a floater/admin. asst. A new teacher/bus driver was hired, but accepted another full-time position instead.

Resignations:

Heather R. resigned from the Board of Directors due to personal obligations effective 1-3-08.

Operations

FACILITY

Jay reported that the list of repair and maintenance needs (including broken plug-ins and loose toilets, rusted fence, gates in need of repair) has been completed, and Center Ops is running smoothly. Max H. and Todd P. have helped a great deal with facility repairs and improvements. Max installed the new high-energy efficiency washer and dryer. The washer and dryer were donated by Jerry Rowlands with the Sacred Power “green” company, and they also plan to replace the heater and several appliances.

A Parent Workday will be planned to paint the inside of the center, cover sandboxes, add new sand and mulch, and new toys. An e-mail will be sent to parents. Gloria C. suggested also including in the e-mail a request for donated trikes and toys in good condition. Susan G. stated that someone has contacted her who would like to donate Star Wars toys to the school.

SPECIAL EVENTS

Mardi Gras: February 5.

Valentines Day: February 14.

Rodeo: Planned for last week of February. The Trailriders should be coming through on February 26/27. February 29 is Go Texan Day.

Spring Party/Bunny: March 23.

Summer Camp Registration: Registration will begin in March.

Vision/hearing testing: March, exact dates TBD.

For all upcoming events, e-mails with specific information will be distributed.

Committees Report

Education Curriculum

No report. The new Director will focus on this effort when hired.

Fundraising Committee

Cookie Dough Sale: Jennifer M. reported that \$8,780 was raised this year, with 40% of the profit going to classrooms and 10% going to the expansion fund. Jennifer recommended that another taste-test be conducted next year to select the vendor.

Original Works Art Work: Jennifer M. reported \$2000 total sales, with \$494 revenue for the school.

Raffle: Jennifer reported over \$700 was raised.

Box Tops: Gloria C. stated that she had trimmed all the box tops, and she believes there is a due date (February?) and an expiration date for the box tops. Jay L. will research this.

Golf Tournament: Jennifer met with NASA Legal in December – the tournament has been pushed to next year.

Yearbook: Jennifer stated that a coordinator needs to be designated for each interested classroom. She will send a reminder e-mail for distribution. \$4 per book sold goes to the school. The yearbook looked very nice last year, and many parents expressed interest after seeing it.

Jennifer recommends that new ideas and new vendors be explored for next year.

Expansion Committee

(Currently inactive.)

Newsletter & Webpage: Dianna and Wendy W. are working on the newsletter. Thomas A. and Lisa B. are available to make updates to the webpage.

Room Reports

Room 7: Gloria C. reported being very happy in Room 7. Upcoming field trips are planned to the Japanese Consulate and the George R. Ranch.

Room 8: Crystal H. reported that things are going well with the new teacher in place.

Room 9: Crystal H. reported that 8 people have completed registration forms so far. Pre-K parents are encouraged to talk to Room 9 teachers and current parents.

Board Members' Reports

Policies and Procedures (Crystal H.)

Crystal reported that the Wait List is extremely long. There is expected to be an opening in Room 7 effective 1-25-08. A student in Room 8 has requested to move to Room 7.

Treasurer (Open)

Two people have expressed interest in this position. The audit is currently on-going.

Secretary (Kim S.)

Kim reported that there are currently 7 applicants for the Director position. An ad is currently running in the Greensheet and on the HAAEYC website. Resumes will be accepted through tomorrow, and interview scheduling will begin next week. Dianna reported that two teacher representatives will participate in the interviews.

Vice President (Jay L.)

None.

President (Jay L. for Debbie B.)

None.

Member Walk-Ons:

Gloria C. suggested that Teacher Awards would be a nice thing to implement, on a quarterly or semi-annual basis. Tammy G. noted that a GEM Certificate and monetary award was given last summer, and this is something that could be planned in the future.

Future Topics:

None.

Attendance:

BOD: Jay L., Kim S., Crystal H.

SFEI Staff: Dianna R. unable to attend.

NASA Liaison: Susan G. (new rep. effective 1/18/08).

Members: Derek B., Gloria C., Jennifer M., Liana R.

**The next meeting is scheduled for February 21, 2008,
Building 111 Conference Room – 11:30 AM - 1:00 PM**